

## Files Affected During Accounts Payable Year End Processing

When Period or Year End Processing is performed in Accounts Payable, records are modified, written to, and/or deleted from several files. The following table illustrates these changes.

Accounts Payable Parameters File (AP0)
<p><b>Current Fiscal Year:</b> Current fiscal year gets set to the next sequential year.</p> <p><b>Current Period:</b> The current period changes to "1".</p> <p><b>Number of days to retain Paid Invoices:</b> The system purges paid invoices from the A/P Open Invoice file and the A/P Invoice Transaction History file that have a payment date prior to the specified number of days. You can retain a maximum of 999 days (2.74 years) of paid invoices. How long you decide to retain paid invoices will directly impact the size of the A/P Open Invoice file (AP4), the A/P Invoice Transaction History file (API), and therefore the hard disk space needed to store these files. The size of these files impacts the time needed to process the Aged Invoice Report.</p> <p><b>Number of months to retain Check History:</b> The system purges the A/P Check History file of any checks dated prior to the specified number of months. You can retain a maximum of 99 months (8.25 years) of check history, however this directly impacts the size of the A/P Check History file (IAPB) and therefore the hard disk space needed to store this file.</p>
Accounts Payable Vendor Masterfile (AP1)
<p>All "Period to Date" and "Year to Date" fields are set to \$0.00</p> <p>The system purges Temporary Vendors with a balance of \$0.00.</p>
Accounts Payable Open Invoice File (AP4)
<p>Records are deleted from the Accounts Payable Open Invoice File based on the "Number of days to retain Paid Invoices" setting in A/P Options.</p>
Accounts Payable Check History File (APB)
<p>Records are deleted from the A/P Check History File based on the "Number of months to retain Check History" setting in A/P Options.</p>
Accounts Payable Invoice Transaction History File (API)
<p>Records are deleted from the A/P Invoice Transaction History File based on the "Number of days to retain Paid Invoices" setting in A/P Options.</p>
Accounts Payable Vendor Memo Maintenance File (APP)
<p>The system purges memos associated with temporary vendors which were purged due to \$0.00 balances.</p>

### Accounts Payable Analysis Data File (APX)

Year end processing performs just as period end processing, which replaces the existing record in the A/P Analysis Data File with a new record. This new record contains the following information:

- The date the file was last updated, (when processing Period End, it will use the last day of the period)
- The period end dates for the prior 6 periods.
- The number of invoices, the total payables amount, over 30 days amount, and over 60 days amount for the prior 6 periods

This information is used when printing the A/P Analysis Report and the accompanying graph.

This table does not reflect the exact order in which the files are affected. It is for informational use only. It should not be used in an attempt to correct data that may be incorrect after completing Year End Processing.